



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-14-04

OPEN TO All interested and qualified candidates

Current mission employees serving a probationary period are not eligible to apply.

POSITION Maintenance Mechanic

OPENING DATE Thursday: October 24, 2013

CLOSING DATE Thursday: November 07, 2013

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-04 8,003.00 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Maintenance Mechanic at the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

Position is assigned to the Maintenance Unit of the General Services Office. Incumbent performs a combination of journeyman mechanic level and semi-skilled tasks in the maintenance and repair of power generators located in USG residential and non-residential sites. Incumbent is directly supervised by the GSO Maintenance Supervisor and is supervised overall by the General Services Officer.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

Completion of vocational school or apprenticeship recognized as producing journeyman skills, or equivalent experience in the trade of primary expertise.

2. Work Experience:

One (1) year of journeyman mechanic experience in the trade of primary expertise, plus some semi-skilled experience in other trade areas.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level I (Rudimentary)

Arabic: Level III (Good working Knowledge)

4. Skills and Abilities:

- Must have a valid local driver's license.

SELECTION CRITERIA

- Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.
- Ability to assign, supervise, and inspect the work of building trades journeyperson, workers, and trades helpers; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situation accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the mission on a daily basis by meeting each requirement by effective supervision and efficient use of materials.
- Must have the ability to self-plan and schedule work assignments of subordinates accordingly for best use of time.
- Ability to use a variety of powered, non-powered and powered hand tools, shop equipment such as drills, hammer drills, meggers, electrical meters (volts, resistance, amps, ground), grinders, and a variety of hand tools and equipment associated with the electrical trades. Uses specialty tools such as Infrared Camera, Light meter, circuit tracers, phase sequence indicators and a variety of other equipment that is valued at approximately \$20K total.
- A driving license.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.